

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL INFORMATION RESOURCES MANAGEMENT CENTER  
DENVER FEDERAL CENTER, BUILDING 40  
P.O. BOX 25047  
DENVER, COLORADO 80225-0047**

In Reply Refer To:  
1400-410 (NI-100) P

December 1, 1998

Information Bulletin No. NI-99-002

To: All Field Officials

From: Director, National IRM Center

Subject: Lotus Notes Conversion Team Assignments and Workshop Notification

The conversion from Groupwise to Lotus Notes will provide long term benefits to the field offices and the Bureau as a whole. However, it has only recently become apparent that this conversion must be completed by March 31, 1999. The conversion from Groupwise to Lotus Notes is now also closely tied to meeting our Year 2000 commitments to the Department of the Interior. To assist the National Information Resources Management Center (NIRMC) in the implementation of Lotus Notes, a team has been designated with the following assignments;

**National Lead** - John Foster, IRM Chief, Colorado State Office

The primary role of the National Lead will be to facilitate the interaction between the field offices/centers and the activity at the NIRMC. All field/center-related issues will be channeled through the National Lead for resolution and/or scheduling and raised to Roger Whatley, Director, NIRMC for final resolution. John will rely on Robin Stoebe, Montana State Office and IRMAC Representative for System Administration for AIX-related issues and Terry Brokovich, Eastern States Office and IRMAC Budget Representative for budget-related issues.

**NIRMC Lead** - David Pearson, Acting Chief, Division of IRM Operations Support

The primary role of the NIRMC Lead is to carry out the activities surrounding the conversion. There will be a strong working relationship established between the National Lead and the NIRMC Lead. The firewall, gateway, alias E-mail lists, DNS, etc. will be coordinated through the NIRMC lead. To this end, Dave will rely on Tom Newell, Acting Chief, Branch of Wide Area Network Support and Electronic Mail for all technical issues related to implementation, including Task Order Manager for Lotus Notes contractual support. Dave will also be relying on Margaret Mech for assistance in the area of WEB/Firewall Administration. Jim McGinely, Acting Chief, Branch of Systems Software will be providing support of all AIX-related issues. Laura Nelson, System Administrator and Bureau Email Administrator will be providing support on technical aspects of the Email conversion. Also as part of Dave's team will be two TRW support personnel; Chris Elliot will be providing Email Administration and Binary Tree Conversion support and John Christopher will be providing FireWall, DNS, and WEB support.

**Planning and Scheduling** - Kurt Ballantyne, Project Analyst, NIRMC

The primary role is to coordinate and communicate the status of activities between NIRMC and the field. As the Planner/Scheduler, Kurt will ensure that the resources at NIRMC and the field are not over committed and that planned activities are completed on schedule.

**Training Coordinator** - Ron Tucker and Ken Knuston, National Training Center

The primary role of the Training Coordinator(s) is to ensure technical and end user training is provided. States/Centers will work with the Training Coordinator(s) to share and utilize successful opportunities and provide user guides, desk references, etc.

**Operations and Field/Center Deployment Lead** - Each State/Center IRM Lead/Chief

The IRMAC and State Directors will be held responsible to ensure that the Lotus Notes conversion will be completed no later than March 31, 1999.

An E-mail coordinators and implementation team meeting has been scheduled for December 8-10, 1998, in Denver. This workshop will provide the field/centers an opportunity to have direct communications with technical Lotus Notes personnel to answer specific questions. InfoImage Corporation has been engaged and their time will be best spent assisting in the review of field/center design. The meeting will also discuss standards, operational issues, scheduling, and other concerns.

It is strongly recommended that each State/Center send their technical design and implementation plans to Tom Newell before November 27, otherwise your issues may not be addressed. A draft agenda for the workshop/meeting is attached.

If there are any questions, please do not hesitate to contact John W. Foster, (303) 239-3901 or Tom Newell (303) 236-6161. If you have questions regarding the workshop/meeting agenda, please contact Margaret Mech, (303) 236-2303.

Signed By:  
Roger Whatley,  
Director, NIRMC

Authenticated By:  
Linda Graham,  
NI-100 Staff Assistant

**1 Attachment**

1- Draft Workshop/Meeting Agenda (1 p)

**Distribution**

WO-500D (G. Gordon)  
WO-500, MIB, Rm 5640 (M. Nedd)  
WO-880, LS Rm 1025 (M. Howell)  
WO-540, LS, Rm 750 (O. Short)  
RS-150A, Library

**Lotus Notes Conversion and Implementation  
Technical Review and Planning Meeting (Draft)  
December 8-10, 1998  
Building 41 Auditorium on the Denver Federal Center**

Tuesday, December 8, 1998 8:00 am

**Funding Situation with Annual Work Plan and Other Issues**

Gayle Gordon - CIO and Roger Whatley - Director, NIRMC

8:30 am-11:30 am

**Issues**

Training Overview - Ron Tucker

Conversion / Binary Tree - Chris Elliott

External PC Connections and Configuration - Tom Newell/Dave Pearson

Gateway/Firewall/DNS Issues - John Christopher/Chris Elliott

Naming Standards - Martin Quinlan (Re: Appendices A & C, Bureauwide  
Implementation Plan, May 7, 1998)

1:00pm-4:30 pm Concurrent Breakout sessions

**Technical Breakout Concurrent Session**

Three groups (Three basic categories: NT servers, AIX servers, Mixed servers). This will be InfoImage's opportunity to discuss with these groups the findings from your technical reviews. Interact with folks with specific questions based upon your findings by state/center.

**Implementation Breakout Concurrent Session**

This is where we feedback implementation issues for resolution. I will ask for their implementation plans so we have something to react to. This is where we see the training, workload, and staffing issues. Conflicts and so forth can be discussed. --- John Foster, Margaret Mech, Dave Pearson, and Kurt Ballantyne will be in attendance. End result is agreement on how to proceed.

Wednesday, December 9, 1998 8:00- 8:30 am

**General Questions** are raised but not discussed until afternoon.

8:30-10:00 am

**Technical Breakout** by server configuration. Again to mop-up questions thought of overnight. Sign up for individual discussions with InfoImage for one-on-one conversation.

We will put up a sign-up sheet for them to set their appointment up.

10:00 am-2:00 pm

**Individual Appointments with InfoImage** - if needed

2:00-4:00 pm

Close Out and Issue Resolution